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**From:** Nassif, Julianne (DPH)  
**Sent:** Tuesday, March 31, 2009 10:02 AM  
**To:** Salemi, Charles (DPH); O'Brien, Elisabeth (DPH); Jacobsen, Patricia (DPH); Rubin, Alan (DPH); Clemmer, Jill (DPH); Servizio, Paul (DPH); Jenner, Jennifer (DPH)  
**Subject:** Hiring freeze

**From:** Jerome, Lana (EHZ)  
**Sent:** Monday, March 30, 2009 1:56 PM  
**To:** Auerbach, John (DPH); Botticelli, Michael (DPH); Clark, Mary (DPH); Condon, Suzanne (DPH); Cranston, Kevin (DPH); Crowther, Suzanne (DPH); Daniel, James (DPH); Delaney, Daniel (DPH); DeMaria, Alfred (DPH); Dreyer, Paul (DPH); Dyke, Edmund (DPH); Epstein, Andy (DPH); Gilchrist, Mary (DPH); Golden, Kristin (DPH); Landers, Stewart (DPH); Levin, Donna (DPH); Lyons, Tom (DPH); McCauley, Philip (DPH); O'Keefe, Jerry (DPH); Ridley, Nancy (DPH); Smith, Lauren (DPH); Weisberg, Carol (DPH); Wilkinson, Geoff (DPH); ValdesLupi, Monica (DPH); Akers, Sandra (DPH); Romany, Paul (DPH); Chile, Katherine (DPH); Tallman, Derrick (DPH); Mullen, Jewel (DPH); Bonham, Ron (DPH)  
**Cc:** Luna, Evelyn (EHZ); White, Dorothy (EHZ); Hath-IMP-SUVs-Mgrs, (EHS); Dill, Marianne (EHS); Montgomery-Hyde, James (EHS)  
**Subject:** DPH Position Freeze

As you know, the FY10 House 1 budget figures will require substantial cuts within many of our DPH programs. In order to realize our savings by July 1<sup>st</sup>, we have finalized the non-hospital layoff list for the Department and are in the process of preparing the plan for ODEO/OER approval. Our anticipated timeline calls for issuing the first round of layoff notices in early May. As part of that process, we need to immediately freeze the following positions in DPH:

- All NAGE Unit 6 positions, with the exception of TPL positions;
- All MOSES Unit 9 positions;
- All NAGE Unit 1 positions at grade 16 and below;
- All Local 509 Unit 8 positions at grade 20 and below;
- All MNA Unit 7 positions at job grade 7 only (I will likely need to add to this later)

Although we are only prepared to process the non-hospital layoff plan at this time, bumping is an agency-wide process; therefore, these positions have been frozen across the entire Department. New hires currently in process will only proceed if they have been issued a written job offer by Human Resources. Internal promotions will be reviewed on a case by case basis to determine if they may proceed at this time or not.

Bureaus are encouraged to continue to submit vacancies that they wish to fill through the budget office following the normal process. Human Resources will continue to post jobs and send resumes to hiring managers, however, please note that these jobs will first be offered as bump options to displaced staff where appropriate as a priority over any external hire. While Bureaus can proceed through the interview process, Human Resources will not authorize any new hires into the affected titles until the layoff process is complete. Managers are also reminded that, even once released, all positions are subject to the recall process, which takes priority over hiring any external candidate.

I will let you know as soon as these positions can be released. As always, thank you for your cooperation.

Lana L. Jerome

Director of Human Resources

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